

## **Guidelines for LBBNC Library Attendees for Mileage Reimbursement & Direct Billing of Lodging**

*These guidelines apply only to LBBNC Library Attendees as the funds to cover these costs are being made available through the LBBNC Grant. However, non-grant libraries are welcome to attend the conference. There is no registration fee associated with the conference.*

### **Hotel Room**

- Reservations MUST be made by NLC & direct billed to the state. NLC will make reservations based on the information provided through the conference registration process.
- To qualify for a room the night between day 1 and day 2 of the conference the attendee must live 40 miles or more from the hotel/conference center. Attendees who are willing to share a room with someone else should advise NLC as to who they are willing to share with so we reserve the correct number of rooms. Attendees from a considerable distance who may need a room for the night before or after the conference may call about long distance considerations.

### **Mileage**

- Since carpooling is expected for attendees coming from the same library, only one driver from any library will be provided with mileage reimbursement. Carpooling is also encouraged but not required among neighboring libraries.
- As a budget saving measure, mileage will be reimbursed using calculated miles to/from the closest Summer Camp to your library/home. You may choose to attend a site farther from your home but your mileage reimbursement will not exceed the mileage to/from the closest summer camp location. Exceptions to this guideline may be made on a case by case basis in advance depending on circumstances and budget availability.

NOTE: An attendee who lives less than 120 miles away from the event may drive both days rather than to stay overnight and get both trips reimbursed. But if an attendee lives 120 or more miles away and chooses to drive both days, only one trip will be reimbursed since lodging was offered.

### **Meals**

- No meals will be reimbursed. Meals at the event will be provided.